

**FY25 Faculty Staffing Proposal – Recruitment Request Form**

**FY24 Recruitment for FY25 Hire**

***DIRECTIONS:*** *Complete one form for each faculty position (including tenure-track positions, Henderson-Harris Fellows, and other long-term general fund faculty positions) for which FY24 faculty recruitment authorization is requested. Please submit the Faculty Staffing Proposal to Jane Okech with a Cc: to Britten Chase (FAB), and Jennifer Diaz (Office of the Provost).*

**POSITION INFORMATION**

College or School:

Department:

Position Number:

Position Title:

Position Field/Discipline:

Position could be part of a cluster hire: \_\_\_ No \_\_\_ Yes

Position is a request for a Henderson-Harris Fellow: \_\_\_No \_\_\_ Yes

**POSITION NEEDS/COSTS**

Please identify position needs/costs (i.e., start-up funding, renovations, space, equipment) and how they will be met.

**POSITION NARRATIVE**

Please provide succinct responses to each of the following:

1. Describe the position itself: its discipline/area of expertise; its expected contributions to undergraduate education, graduate education, and research/scholarship; and its potential for interdisciplinary impact including cross disciplinary teaching, and relevance to cluster hire (if applicable).
2. Describe how the position is essential to helping advance your unit’s overall strategy: how it supports the highest priorities of your college or school (programmatic, growth, enrollment, etc.) and the university including the [Academic Success Goals](https://www.uvm.edu/sites/default/files/Office-of-the-Provost/Academic_Success_Goals.5.6.20.pdf) and [Amplifying our Impact](https://www.uvm.edu/president/amplifying-our-impact-strategic-vision-uvm).
3. Describe how this recruitment supports your unit’s Inclusive Excellence Action Plan.
4. For Henderson-Harris Fellows only: briefly describe the key elements of your onboarding and transition plan (Note: accepted requests will be required to provide a detailed plan later).